

# PRIVACY POLICY

This privacy policy describes Propage's privacy practices with respect to the collection, use and disclosure of personal information in accordance with Quebec's Act Respecting the Protection of Personal Information in the Private Sector, also known as Bill 25.

## COLLECTION OF PERSONAL INFORMATION

When you visit our website, we automatically collect certain information about your device, browser, IP address, and the time you spend on our site. We collect information about the web pages you visit, the websites or search terms that brought you to our website, and how you interact with the site.

We also use Google Analytics to better understand how our customers use our website – to learn more about how Google uses your personal information, please visit:

<https://policies.google.com/privacy?hl=en>.

You can also disable Google Analytics here: <https://tools.google.com/dlpage/gaoptout?hl=en>.

The personal information we collect via electronic forms may include, but is not limited to, your name, company name, email or business address, telephone number, and any other personal information you provide us.

## USE OF PERSONAL INFORMATION

We only use the personal information we collect for the purpose for which it was collected. We may use your personal information for the following purposes:

- Respond to your requests for information or services
- Contact you about our services
- Process your payments
- Process a job application
- Improve our services and better meet your needs

## DISCLOSURE OF PERSONAL INFORMATION

We do not disclose your personal information to third parties unless required to do so by law. We do not sell, rent or lend your information, whether personal or related to your employer.

## **ACCESSING AND MODIFYING YOUR PERSONAL INFORMATION**

You have the right to access the personal information we have collected about you and to have it corrected or deleted if necessary. If you wish to access, correct, or delete your personal information, please contact us at the email or postal address indicated below.

## **SECURITY OF YOUR PERSONAL INFORMATION**

We take appropriate security measures to protect your personal information against loss, theft, unauthorized use, disclosure or modification. We retain your personal information only as long as necessary to fulfill the purposes for which it was collected or as required by law.

## **CHANGES TO THE PRIVACY POLICY**

We reserve the right to modify this privacy policy at any time. We recommend that you consult it periodically to take note of any changes.

## **CONTACT US**

If you have any questions or concerns about our privacy policy or if you wish to access, correct, or delete your personal information, please contact us at the following email or postal address:

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